

TIPS FOR FINDING PART-TIME/CASUAL WORK

JCU Careers and Employment provides a range of services to support students with their career planning and search for work.

Types of Jobs Available

There are many different jobs available for students while studying including childcare, hospitality, tourism, labouring, education/tutoring, retail, sales, administration, computing, cleaning and gardening.

Where to Look



Log on to JCU CareerHub for jobs listed with JCU. Jobs are updated daily. www.jcu.edu.au/careers (log on with your JCU username and password).

Check out other job search websites

www.seek.com.au and www.careerone.com.au for general vacancies, or <https://jobsearch.gov.au/harvest> for seasonal harvest work.

Check the local newspaper - *The Cairns Post* or *The Townsville Bulletin* (Saturdays are the best days)

Register with Employment Agencies such as: Signature Staff, Staffing Solutions, Hays, CBC Staff, Precruitment. For further details google – Employment Services in your city.

Volunteer - Volunteering can be a good way to gain some local experience. Check out the [Volunteering](#) section on our webpage.

The Hidden Job Market

In regional areas, many job opportunities may not be advertised. We recommend that you use all available networks to look for work: fellow students, JCU staff, roommates, sporting teams. Grow your networks and join a club or society – we have dozens at JCU – many have Facebook pages.

Appointment Service

Face-to-face or via phone or Skype.

Appointments are available for assistance with career decision making and planning, job search strategies, selection criteria and interview preparation.

Contact us to book an appointment.

Applying for Work

Prepare a resume and application

Handouts with information and examples are available from our office: **Level 1, JCU Library** or our website.

Important Tip

Follow employers' instructions on how to apply for the advertised job. If you are taking your resume to local businesses in person, please make sure you are dressed appropriately. Your personal presentation and first impression is very important!

Useful Information

You must have a tax file number to work in Australia. Get a Tax File Number – www.ato.gov.au

Award pay rates, flexible working arrangements, leave, terminations and complaints can be found at www.fairwork.gov.au

International Students - Visa Conditions

International students on study visas have different work limitations. Please check the work conditions for your own visa before applying for work. For more information on visa working conditions go to: www.border.gov.au

Referees

If possible, use Australian referees for an Australian-based job. If using an overseas referee, we recommend email contact only. Ensure you **request permission** before using a referee.

Drop-in Service

During semester – get feedback on your job applications at our drop-in desk on Level 1 in the Library. Check our website for times and days. This is a short drop in session, no booking is required. *Please bring along a printed copy of your documents.*

During vacation – contact us to make an appointment.

Check our website for discipline specific, part-time and postgraduate resume exemplars.